

**Grundtvig Workshop Reference number:
2013-1-IT2-GRU13-52160**



INVITATION TO FREE OF CHARGE SIX-DAY WORKSHOP IN PERUGIA, ITALY

Date: 17 - 24 May 2014
by Key & Key Communications
from Deruta/Perugia (Italy)
Language: English

**DEADLINE FOR
APPLICATION
15 MARCH 2014**

This project has been funded with
support from the European Commission.

Why GRUNDTVIG workshops?

Grundtvig Workshops aim at giving present and future teachers and staff the opportunity to gain a better understanding of the European dimension in teaching adults with literacy problems, to enhance their knowledge of other European countries' education systems and their provision of adult literacy and to improve the specific skills they require to teach literacy skills to adults.

The Grundtvig Workshops bring together professionals working within the field of adult literacy, from several countries, in order to improve their practical teaching, coaching, counselling, management skills, etc.



Why the BRIDGE-IT workshop?

The BRIDGE-IT workshop deals with intercultural communication problems and language-specific terminology within bureaucratic-institutional contexts. Such problems concern, on the one hand, migrants, refugees, asylum seekers and, on the other, public officers, civil servants, doctors, police officers, etc.

Being a migrant in a foreign country requires a particular kind of literacy, i.e. the competence to deal with bureaucracy: while migrants need to acquire new terminology and different culturally determined communication practices, also service providers need to acquire awareness of the communication difficulties involved in this bi-directional interaction.

This situation implies new learning and training needs for migrants and those working for and with migrants. The BRIDGE-IT workshop aims at providing knowledge, skills, attitudes and tools for teachers, trainers and staff working in the field of adult literacy with focus on intercultural communication within institutional contexts.

The envisaged communication problems regard written and spoken texts, i.e. especially forms to fill and service interactions.



What can you learn from the BRIDGE-IT workshop?

The workshop will provide you with tools to:

- acquire awareness of cultural diversity and its effect on communication practices
- understand how difficult it can be for migrants - as 'adults-in-mobility' – and civil servants, doctors, social works etc. - as 'adults-in-contact-with-mobility' – to interact fruitfully and successfully for bureaucratic-institutional purposes
- develop the ability to observe service interactions in their intercultural dimension
- understand intercultural implications in institutional written texts: the bureaucratic language and terminology with particular focus on 'first-impact' situations
- better use the four means of interpersonal communication: verbal (words and discourses), paraverbal (voice), non-verbal (body), and visual (images, colours, shapes, symbols)
- experience and practice adequate communicative strategies for bureaucratic-institutional settings
- boost your learners' intercultural communication skills and making migrants more independent within the institutional contexts
- acquire computer skills for online learning
- learn how to use the BRIDGE-IT Virtual Learning and Communication Environment (online learning platform) with its resources and tools available in a variety of languages (English, French, German, Italian, Dutch, Turkish and Arabic)
- give both migrants, and civil servants the necessary spoken and written communication and relational skills to better manage bureaucratic-institutional interactions
- improve and exercise your English communication skills (if necessary)
- practice, in simulation sessions, a non-formal learning approach and techniques for teaching intercultural communication skills and attitudes to overcome communication barriers in institutional settings.

Who can apply for participation?

Any professional who is

- working in the field of adult literacy as a teacher (or future teacher), trainer, educator, manager, director, non-formal education pedagogue, social pedagogue, social worker, psychologist, voluntary educator or other current/former staff active in adult literacy education, with particular focus on intercultural communication in institutional contexts, i.e. between migrants/refugees/asylum seekers and public officers/civil servants/doctors/police officers etc.
- a national or permanently residing (or registered as refugee or asylum-seeker) in one of the Programme countries, namely: the 28 Member States of the European Union, Iceland, Liechtenstein, Norway, Switzerland (EFTA-EEA countries) and Turkey (candidate country)
- an adult - aged 18 or more
- able to communicate in English at least on an intermediate level
- able to use a computer at a basic level
- eager to strengthen his/her own teaching competences and learn various techniques to boost his/her knowledge about intercultural communication and practical communication skills with special focus on institutional contexts
- ready to gain and exchange experience in the field of adult education with representatives of other EU and LLP countries.

How to apply?

- Read carefully **rules and criteria of participation** in the Grundtvig workshop available at Workshop website: www.keyandkey.it
- Fill in the **Application Form**, sign it and send to us! We will contact you as soon as possible.
- Deadline for application: 15 March 2014
- Selection result: latest by 20 March 2014



What do the Workshop Organisers offer?

- **Accommodation:** 7 nights in a hotel (accessible for people with disabilities) near to the city centre (single rooms)
- **Catering:** dinner on arrival day (17th), full board during workshop days (18th-23th), breakfast on departure day (24th)
- **Travel costs:** should possibly not exceed 350,00 euro (or equivalent) from home address to workshop venue; costs will be refunded after the training by bank transfer to participants, within max. 10 days, after receiving all necessary proofs of expenditure (boarding passes, flight receipts, bus or train tickets or receipts for travel insurance and, if applicable, visa)
- **International travel insurance**
- **Travel visa** (if applicable)
- **Local travel costs** related to the study visits
- **Workshop materials:** paper notebooks, pens, BRIDGE-IT Guidelines etc.
- **Workshop activities** conducted by professional trainers with excellent qualifications
- **Sharing and exchanging experience and good practices**
- **Meeting people** from other European and non-European countries and cultures
- Visit of the **refugee centre of Perugia**
- Visit of the **Local Council for Migrants in Perugia**
- Visit of **public institutions in Perugia**
- A half-day **study visit of Assisi and some of its public institutions**
- Improvement of your **communication skills in English**
- Improvement of **online learning skills**
- Free use of the **BRIDGE-IT resources and learning events**
- Some **basic everyday expressions in Italian** in an intercultural perspective

When, where and in which language does the BRIDGE-IT workshop take place?

Date: 17 – 24 May 2014 (including 2 travel days)

Arrival day: 17 May - **Departure day:** 24 May

Place: Hotel Exe Perugia - Via Eugubina, 42 06122 - Perugia (Italy)

<http://www.exehotels.com/>

Working language: English

Other languages the organisers speak: French, German, Russian, Italian, Spanish

How is the BRIDGE-IT workshop structured?

Applicants will receive a more detailed programme 2 weeks before the workshop starts

Day	Date May 2014	Programme
arrival	17	Arrival in Perugia – Welcome cocktail and dinner in the hotel
1	18	Warming-up and group building activities: Introduction of trainers, organisers and participants; presentation of the workshop programme; participants' expectations and experience; learning objectives. The non-formal education (NE) concept. The BRIDGE-IT project: fundamental concepts from the EU funded Grundtvig Multilateral Project, Be Relevant to Intercultural Diversity Generation in Europe – Integration Team - 510101-LLP-1-2010-1-IT-GRUNDTVIG-GMP. Some basic everyday expressions in Italian in an intercultural perspective.
2	19	The visual message (what you see on the person and in the environment), The non-verbal message (body language). Discovering the city through its public institutions: the Old Town of Perugia.
3	20	The paraverbal message (meaning conveyed by the speakers' voice). The verbal message (words and discourses, bureaucratic language and terminology). How to survive in a new town - Assisi and its public institutions.
4	21	Intercultural communication in (first-impact) bureaucratic-institutional contexts: service interactions. Visit of the refugee centre in Perugia.
5	22	Intercultural Learning techniques: me and the 'other' (stereotypes, prejudices, cultural diversity). Practical workshop to develop new methodologies and approaches working with migrants and civil servants.
6	23	Simulations of learning instances with migrants and civil servants Overall discussion & evaluation. Visit of the Local Council for Migrants in Perugia. International farewell dinner at the Local Council for Migrants
departure	24	Breakfast - Departure from Perugia

Workshop Organisation:

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For more information, go to our website <http://www.keyandkey.it/>
and to the BRIDGE-IT project website <http://bridge-it.communicationproject.eu/>